

Agenda Item Form

Agenda Date: 04/27/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4105

Type of Agenda Item:

- | | | |
|-----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

This position was revised to adequately describe the nature, scope and level of responsibilities.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:
N/A

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

2004 APR 21 PM 4 36

CITY CLERK'S OFFICE

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Community & Human Development Director** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **5794**. The Grade shall be **EX-C**.

PASSED AND APPROVED this 27th day of April, 2004.

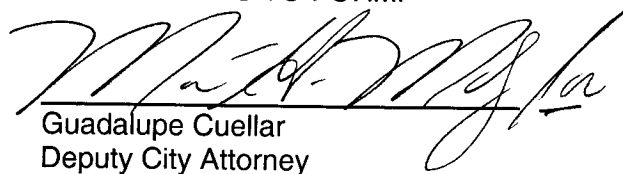
THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:


Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:


Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: April 22, 2004

By: _____
Secretary



Human Resources Department

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MEMORANDUM

April 15, 2004

To: Civil Service Commission
Thru: Terry A. Bond, Human Resources Director *TAB*
From: James Sienkiewicz, Classification and Compensation Manager *JS*
Ana I. Sanchez, Personnel Analyst II *AIS*
Re: Revision of Job Class

Human Resources recommends Commission approval of the job classification listed below. Please refer to the attached proposed and strike-through versions of the job specification.

OFFICIAL	TITLE	CODE	GRADE
PROPOSED	Community & Human Development Director	5794.	EX-C
	Same	Same	Same

Further revision of the above subject job specification recently approved by the Commission was requested by the Deputy Chief Administrative Officer, Quality of Life Services prior to approval of its resolution by City Council. Additional changes included the specification of three (3) years of community block grant administration in the included experience and further clarification of the general summary and knowledge, abilities and skills areas. These edits did not warrant a change in grade.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Approval of this proposed new job class will allow Human Resources to proceed to fill this vacant position through competitive recruitment and examination.

Attachments

Professional and Managerial Branch
Planning Group
Community Development Series

COMMUNITY & HUMAN DEVELOPMENT DIRECTOR

03/04 (LBT)

General Purpose

Under administrative direction, directs, implements and supervises the City's community and human development department in administering various programs to assist and create viable neighborhoods *Typical Duties*

Plan, organize, manage and direct the planning and implementation of public facilities and infrastructure development; housing program and social services activities as related to federal and state funding. Involves: Oversee and assign work that ensures timely and legally compliant provision of services. Ensure compliance with Housing and Urban Development (HUD) regulations and expenditure of federal funds. Oversee various stages of development ranging from planning, environmental, acquisition, relocation, design, procurement, construction and change orders. Explore methods for improving the neighborhood revitalization process by developing plans and programs that are new and innovative. Manage priorities and progress of projects and activities.

Plan, design, implement and review department short- and long-term goals and priorities. Involves: Develop and manage annual department budget. Manage, oversee and disburse large dollar grant funds. Monitor and approve expenditures. Collect and analyze data. Prepare a variety of reports regarding department activities, accomplishments and goals for local, state and federal government as required. Implement and enforce department policies and procedures. Design, establish and maintain an organizational structure and staffing to accomplish effectively the organization's goals and objectives.

Supervise assigned personnel. Involves: Supervise directly and through subordinate supervisors. Schedule, assign and review work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, transfer, discipline, and assign merit pay or other employee status changes.

Represent the department in a professional manner. Involves: Meet with Mayor, Council members, boards and commissions members and other officials to inform of departmental activities. Participate and provide support to boards and commissions. Interact with a variety of governmental agencies, other department, non-profit agencies, homebuilders, contractors, attorneys, neighborhood leaders, private sector officials and others to provide and gather accurate information for community development. Knowledge, Abilities and Skills:

Comprehensive knowledge of community development and planning principles practices and techniques.,

- Comprehensive knowledge of local, state and federal laws, regulations and guidelines governing housing.
- Comprehensive knowledge of neighborhood revitalization methods and techniques.
- Comprehensive knowledge of grant writing skills and techniques.
- Considerable knowledge of funding resources for project grants.
- ;
- Considerable knowledge of budget preparation, personnel records systems and standard general and fiscal administration policies and practices.
- Considerable knowledge of management and supervisory principles and techniques.
- Ability to assess objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department.
- Ability to express oneself clearly and concisely in oral and written communication to prepare and present comprehensive reports to Mayor, Council, City management, federal and state government agencies, businesses and the general public.

- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies, the general public, and individuals from a variety of socio-economic backgrounds.

Other Job Characteristics

- Residency within the City of El Paso city limits required by date of employment
- May work extended hours as an executive reporting to City Manager.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in social/behavioral sciences, planning, business or public administration or related field, and eight (8) years social or community services administration experience, including four (4) years of supervisory or managerial experience

Licenses and Certificates: None.

Human Resources Director

Deputy Chief Administrative Officer

Professional and Managerial Branch
Planning Group
Community Development Series

COMMUNITY & HUMAN DEVELOPMENT DIRECTOR

04/04 (AIS)

General Purpose

Under administrative direction, directs, implements and supervises the City's community and human development department in administering various programs to assist and create viable neighborhoods primarily for low and moderate income persons.

Typical Duties

Plan, organize, manage and direct the planning and implementation of public facilities and infrastructure development; housing program and social services activities as related to federal and state funding. Involves: Oversee and assign work that ensures timely and legally compliant provision of services. Ensure compliance with Housing and Urban Development (HUD) regulations and expenditure of federal funds. Oversee various stages of development ranging from planning, environmental, acquisition, relocation, design, procurement, construction and change orders. Explore methods for improving the neighborhood revitalization process by developing plans and programs that are new and innovative. Manage priorities and progress of projects and activities.

Plan, design, implement and review department short- and long-term goals and priorities. Involves: Develop and manage annual department budget. Manage, oversee and disburse large dollar grant funds. Monitor and approve expenditures. Collect and analyze data. Prepare a variety of reports regarding department activities, accomplishments and goals for local, state and federal government as required. Implement and enforce department policies and procedures. Design, establish and maintain an organizational structure and staffing to accomplish effectively the organization's goals and objectives.

Supervise assigned personnel. Involves: Supervise directly and through subordinate supervisors. Schedule, assign and review work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, transfer, discipline, and assign merit pay or other employee status changes.

Represent the department in a professional manner. Involves: Meet with Mayor, Council members, boards and commissions members and other officials to inform of departmental activities. Participate and provide support to boards and commissions. Interact with a variety of governmental agencies, other departments, non-profit agencies, homebuilders, contractors, attorneys, neighborhood leaders, private sector officials and others to provide and gather accurate information for community development.

Knowledge, Abilities and Skills:

- Comprehensive knowledge of community development and planning principles practices and techniques.
- Comprehensive knowledge of local, state and federal laws, regulations and guidelines governing housing.
- Comprehensive knowledge of neighborhood revitalization methods and techniques.
- Comprehensive knowledge of grant writing skills and techniques.
- Considerable knowledge of housing programs.
- Considerable knowledge of Community Development Block Grant application and control.
- Considerable knowledge of funding resources for project grants.
- Considerable knowledge of budget preparation, personnel records systems and standard general and fiscal administration policies and practices.
- Considerable knowledge of management and supervisory principles and techniques.
- Ability to assess objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department.
- Ability to express oneself clearly and concisely in oral and written communication to prepare and present comprehensive reports to Mayor, Council, City management, federal and state government agencies,

businesses and the general public.

- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies, the general public, and individuals from a variety of socio-economic backgrounds.

Other Job Characteristics


- Residency within the City of El Paso city limits required by date of employment
- May work extended hours as an executive reporting to City Manager.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in social/behavioral sciences, planning, business or public administration or related field, and eight (8) years social or community services administration experience, including three (3) years of Community Development Block Grants administration experience in an "entitlement city" and four (4) years of supervisory or managerial experience.

Licenses and Certificates: None.


Human Resources Director


Deputy Chief Administrative Officer